

## **VACANCY ANNOUNCEMENT - NO. 10-01**

**OPENS: March 22, 2010**

**CLOSING DATE: March 31, 2010**

**LOCATION: UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF KENTUCKY  
PIKEVILLE, KENTUCKY**

**POSITION: CM/ECF CASE ADMINISTRATOR**

**GRADE: CL 25 to CL 26**

### **BEGINNING**

**SALARY RANGE: \$37,941 TO \$52,252 (based upon educational background and experience in accordance with Court Personnel System)**

The Clerk's Office of the U.S. District Court for the Eastern District of Kentucky is accepting resumes for the position of CM/ECF Case Administrator in Pikeville, Kentucky. Starting salary range is \$37,941 to \$52,252 depending on qualifications and experience. Deadline for filing resume is March 31, 2010.

The CM/ECF Case Administrator is responsible for all operational aspects of the CM/ECF system with case management and data quality control functions. The incumbent maintains the official case events summary on the docket from opening to final disposition with responsibility for ensuring the integrity and efficiency of the docket report. Incumbent reports to the Deputy-In-Charge. High school graduation or equivalent required along with 4 years of excellent clerical or administrative experience, a good knowledge of computer applications, and the ability to extract and analyze information, identify deficiencies, and work directly with users to explain the causes of errors found and actions necessary to prevent reoccurrence. Experience processing legal documents in a law office or another court in the judicial system required. A Bachelor's Degree is highly desirable.

The position is an excepted appointment subject to background investigation and a six month probation period. Eligible for federal benefits. Submit cover letter, resume and brief salary history to:

Leslie G. Whitmer, Clerk  
United States District Court  
Eastern District of Kentucky  
P.O. Box 3074  
Lexington, KY 40588-3074

EEO Employer. Resumes held 90 days after appointment for similar vacancies. Only qualified applicants considered. Relocation expenses will not be reimbursed. Applicants selected for interviews must travel at own expense. U.S. Citizenship required. Required to adhere to Code of conduct. Electronic Fund Transfer (EFT) required for payroll deposit.

